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83-1485

OTE 83-6061

7 JUN 1983

MEMORANDUM FOR: Executive Director

VIA: Deputy Director for Administration
Administrative Officer, DCI

FROM: [REDACTED]
Director of Training and Education

SUBJECT: Request for Approval to Incur Expenses
[REDACTED]

25X1

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1. Approval is requested to incur expenses allowed under [REDACTED] for a dinner and reception in the Executive Dining Room for newly appointed Deputy Chiefs of Missions on 29 June 1983.

2. Although the State Department participants in the Deputy Chiefs of Mission Seminar do not meet the provisions set forth under [REDACTED] I believe that expenditure of funds under [REDACTED] will facilitate the accomplishments of the Director's duties and responsibilities at the Agency's stations abroad.

3. We have not received the names of the participants from the Department of State, but we expect approximately 22 newly appointed Deputy Chiefs of Mission and two State Department officers.

4. Other U.S. Government employees present including their title and organizational affiliation will be:

John H. Stein
Clair E. George

Deputy Director for Operations
Associate Deputy Director for
Operations
Chief, Soviet/East European
Division, DO
Deputy Chief, Counter-
intelligence Staff, DO

Special Programs Officer, Office
of Training and Education

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25X1

5. I certify that the attendance of the individuals listed in paragraph 4 has been requested and is considered essential to the conduct of official Government business.

6. The estimated cost of this function is \$450.

25X1

CONCUR:

Harry E. Fitzwater

9 JUN 1983

Deputy Director for Administration

Date

I certify the availability of funds in the amount indicated in paragraph 6.

Signed

16 JUN 1983

Budget and Fiscal Officer, DCI

Date

APPROVED:

Signed

16 JUN 1983

Executive Director

Date

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25X1

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25X1

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		8 JUN 1983
TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. <i>mgmt Staff</i>	<i>[Signature]</i>	<i>8 JUN 83</i>
2. <i>EO/DOA</i>	<i>[Signature]</i>	<i>8 JUN 1983</i>
3. <i>AAA</i>	<i>[Signature]</i>	<i>8 JUN 1983</i>
4. <i>DOA</i>	<i>[Signature]</i>	<i>8 JUN 1983</i>
5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions.

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
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